

***US Department of Housing and Urban Development
Real Estate Assessment Center (REAC)***

**Appendix 2
Dictionary of Deficiency Definitions**

For

**Real Estate Assessment Center System (REACS)
Physical Assessment Subsystem (PASS)**

August 13, 1999

System:	REACS
Subsystem:	PASS
Component:	All
Release:	All
Database Release:	CIDR: All
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Site Inspectable Items

Items to inspect for “Site” are as follows:

[Fencing and Retaining Walls](#)

[Grounds](#)

[Lighting](#)

[Mailboxes/Project Signs](#)

[Market Appeal](#)

[Parking Lots/Driveways/Roads](#)

[Play Areas and Equipment](#)

[Refuse Disposal](#)

[Storm Drainage](#)

[Walkways/Stairs](#)

Fencing and Retaining Walls (Site)

A structure functioning as a boundary or barrier. An upright structure serving to enclose, divide or protect an area.

Note: This does not include swimming pool fences. Swimming Pool Fences are covered under Common Areas - Pools and Related Structures.

This inspectable item can have the following deficiencies:

[Damaged or Missing Gates](#)

[Damaged/Falling/Leaning](#)

[Holes](#)

[Missing Sections](#)

Grounds (Site)

The improved land adjacent to or surrounding the housing and related structures. This does not include land not owned or under the control of the housing provider.

This inspectable item can have the following deficiencies:

Erosion Areas

Overgrown/Penetrating Vegetation

Ponding/Site Drainage

Rutting

Lighting (Site)

System to provide illumination of the community grounds. Includes fixtures, lamps, stanchions, poles, supports, and electrical supply.

This inspectable item can have the following deficiencies:

[Broken Fixtures](#)

[Missing/Broken Bulbs](#)

Mailboxes/Project Signs (Site)

Mailbox is a public container where mail is deposited for distribution and collection. This does not include mailboxes owned and maintained by the US Postal Service, such as the "Blue Boxes".

Project signs are boards, posters, or placards displayed in a public place to advertise, impart information, or give directions. This does not include signs owned and maintained by the city.

This inspectable item can have the following deficiencies:

[Mailbox Missing/Damaged](#)

[Signs Missing/Damaged](#)

Market Appeal (Site)

Evaluate only those areas or structures that are under the control of the housing provider.

This inspectable item can have the following deficiencies:

Graffiti

Litter

Parking Lots/Driveways/Roads (Site)

An area for parking motorized vehicles begins at the curbside and includes all parking lots, driveways or roads within the property lines that are under the control of the housing provider.

This inspectable item can have the following deficiencies:

Cracks

Ponding

Potholes/Loose Material

Settlement/Heaving

Play Areas and Equipment (Site)

An outdoor area set aside for recreation or play, especially one containing equipment such as seesaws and swings.

This inspectable item can have the following deficiencies:

[Damaged/Broken Equipment](#)

[Deteriorated Play Area Surface](#)

Refuse Disposal (Site)

Collection areas for trash/garbage common pick-up.

This inspectable item can have the following deficiencies:

[Broken/Damaged Enclosure](#)

[Inadequate Outside Storage Space](#)

Storm Drainage (Site)

System used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features, e.g., swales, ditches, etc.

This inspectable item can have the following deficiencies:

Damaged/Broken/Cracked

Debris/Obstruction/Sediment

Walkways/Steps (Site)

Passages for walking and the structures that allow for changes in vertical orientation.

This inspectable item can have the following deficiencies:

Cracks/Settlement/Heaving

Broken/Missing Hand Railing

Spalling

Damaged or Missing Gates (Fencing and Retaining Walls)

Gate structure is damaged or missing and does not prevent passage.

This does not include gates for swimming pool fences. Gates for swimming pool fences are covered under Common Areas - Pools and Related Structures.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security Fences are assessed at a higher level than interior fences.

Severity Defined

Minor: N/A

Major: Absence or damage to an interior fence gate which renders a gate inoperable/ineffective.

-OR-

Damage to a perimeter or a security fence gate that is still operational.

Severe: Absence or damage to a perimeter or security gate which renders the gate inoperable/ineffective and potentially compromises safety and/or security.

Damaged/Falling/Leaning (Fencing and Retaining Walls)

Structure is rusted, deteriorated, uprooted presents threat to security and/or health and safety.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security Fences are assessed at a higher level than interior fences.

Severity Defined

Minor: N/A

Major: An interior fence is damaged so that it does not satisfy its designed purpose.

-OR-

A perimeter/security fence and/or a retaining wall shows signs of deterioration, but still serves its designed purpose and presents no security/safety risk.

Severe: A perimeter/security fence and/or a retaining wall is damaged to the point that it does not satisfy its designed purpose.

Holes (Fencing and Retaining Walls)

An opening or penetration.

Note: Some fences are not designed to keep intruders out or children in such as rail fences, and these type of fences should not be evaluated for holes.

Severity Defined

Minor: Hole is smaller than 6" X 6".

Major: N/A

Severe: Hole is larger than 6" X 6" which allows passage of animals and can pose a threat to the safety of children.

Missing Sections (Fencing and Retaining Walls)

Structure does not present an obstacle against intrusion or egress - damaged by the destruction or removal of section.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security fences are assessed at a higher level than interior fences.

Severity Defined

Minor: An interior fence has section missing.

Major: N/A

Severe: A perimeter/security fence has a section missing which compromises safety/security.

Erosion Areas (Grounds)

An area subjected to natural processes, such as weathering or gravity, by which material is moved on the earth's surface.

Note: This does not include erosion from a defined storm drainage system or in a play area - This type of erosion would be covered under Site - Storm Drainage and/or Site - Play Areas and Equipment.

Severity Defined

Minor: N/A

Major: Visible collection of surface material indicated by visible erosion deposits leading to a degraded surface condition that would likely cause water to pool in a confined area, especially next to structures, paved areas or walkways.

Severe: Extensive displacement of soil caused by runoff. Condition is responsible for visible damage or the potential failure of adjoining structures or systems, e.g., pipes, pavements, foundations, building, etc.

-OR-

Advanced erosion in an area which creates an unsafe pedestrian condition and/or renders an area of the grounds unusable.

Overgrown/Penetrating Vegetation (Grounds)

Plant life that has infiltrated unacceptable areas and/or has grown beyond established parameters.

Severity Defined

Minor: N/A

Major: Vegetation is of such size or density as to make the visibility of hazards, such as broken glass, holes, etc., difficult.

-OR-

Plant life is in contact with an unintended surface, such as, buildings, gutters, walkways, roads, fences/walls, roofs, HVAC units, etc.

-OR-

Vegetation is of such size or density that it obstructs intended walkways.

Severe: Plants have rendered visible damage to a component, area, or system of the property or have made them unusable.

Ponding/Site Drainage (Grounds)

An accumulation of water and/or ice is observed to be collecting in a depressed area or has collected on the grounds for which ponding was not intended.

Note: This does not include detention/retention basins nor ponding on paved areas. Detention/retention basins are covered under Site - Storm Drainage and ponding on paved areas is covered under Parking Lots/Driveways/Roads.

Severity Defined

Minor: Shallow accumulation of water (less than 3 inches).

Major: An accumulation of water (from 3 to 5 inches in depth) that affects the use of a section of the grounds; however, the grounds are generally usable.

Severe: An accumulation of more than 5 inches in depth.

-OR-

An accumulation that has rendered a section of the grounds unusable.

Rutting (Grounds)

A man made sunken track or groove/depression.

Note: These are typically made by a car, bike or other machine.

Severity Defined

Minor: N/A

Major: Condition that is 6-8" wide x 3-5" deep.

Severe: Condition larger than 6-8" wide x 3-5" deep and has the potential to cause serious injury.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards").

Broken Fixtures (Lighting)

All or a portion of the lighting that is associated with the site itself. This includes lighting attached to the building which is utilized for purposes such as lighting the site. Do not include exterior lighting associated with the building.

Note: If a damaged fixture or fixtures presents a safety hazard, rate it as severe, and record manually as a health and safety concern. This includes, but is not limited to, broken fixtures that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.

Severity Defined

Minor: N/A

Major: Between 10% and 50% of the lighting fixtures surveyed are visibly broken. The broken portion of the system does not constitute an obvious safety hazard.

Severe: Over 50% of the lighting fixtures surveyed are visibly broken; or the broken portion of the system constitutes an obvious safety hazard.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards" or "Hazards".)

Missing/Broken Bulbs (Lighting)

Lamps are missing or are broken from fixtures. May include incandescent, fluorescent, mercury vapor, or others.

Note: This does not include building exterior lighting. Building exterior lighting is covered under Building Exterior - Lighting.

Severity Defined

Minor: N/A

Major: Between 10% and 50% of the fixtures surveyed have at least a single bulb missing or broken.

Severe: Over 50% of the fixtures surveyed have at least a single bulb missing or broken.

Comment

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Mailbox Missing/Damaged (Mailbox/Project Signs)

Mailbox does not function properly due to deterioration, damage, or is absent.

Severity Defined

Minor: Mailbox is damaged, vandalized, or deteriorated, but functional.

Major: N/A

Severe: Mailbox is damaged, vandalized, or deteriorated, and as a result, is not functional.

-OR-

Mailbox is missing.

Signs Missing/Damaged (Mailbox/Project Signs)

Project sign is not readable due to deterioration, damage, or is absent. This does not include locations that do not require a project sign.

Severity Defined

Minor: Sign is damaged, vandalized, or deteriorated, but readable.

Major: N/A

Severe: Sign is damaged, vandalized, or deteriorated, and as a result, is not readable.

-OR-

Sign is missing.

Comments

Severe: Missing signs should only be recorded where a sign is required. This would follow from evidence that a sign has been removed through vandalism and/or neglect, etc.

Graffiti (Market Appeal)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on a building surface, retaining wall, or fence so as to be seen by the public.

Note: Do not count full wall murals and similar art forms as graffiti.

Severity Defined

Minor: Visual graffiti observed in at least one location/area.

Major: Graffiti observed in 2-5 locations/areas.

Severe: Graffiti observed in 6 or more locations/areas.

Litter (Market Appeal)

Subject to disorderly accumulation of objects, especially carelessly discarded trash located on the property.

Note: Excessive litter should be judged as you would view a city park in America.

Severity Defined

Minor: N/A

Major: Excessive litter is observed on the property.

Severe: N/A

Cracks (Parking Lots/Driveways/Roads)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. This does not include cracks from settlement/heaving.

Severity Defined

Minor: N/A

Major: A crack which is up to ½" wide.

Severe: A crack larger than ½" or multiple cracks accompanied by surface deterioration.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Ponding (Parking Lots/Driveways/Roads)

A visible accumulation of water and/or ice collecting in a depression on an otherwise flat plane.

Severity Defined

Minor: Shallow accumulation of water (less than 3").

Major: An accumulation of water that affects the use of a section of a parking lot/driveway more than 3" in depth. Parking lot/driveway is passable.

Severe: An accumulation of water that has rendered a parking lot/driveway unusable.

Potholes/Loose Material (Parking Lots/Driveways/Roads)

A hole resulting from road surface failure; or loose, freestanding aggregate material is observed resulting from deterioration.

Severity Defined

- Minor:** Failure of pavement due to potholes or loose material that has not penetrated to or exposed the subsurface.
- Major:** Failure of pavement due to potholes or loose material that has penetrated to or exposed the subsurface.
- Severe:** Loose material and/or potholes that render a parking lot/driveway unusable/unpassable.

Comments

- Severe:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Settlement/Heaving (Parking Lots/Driveways/Roads)

Pavement that sinks and/or rises due to failure of subbase materials.

Note: If there is a visible accumulation of water and/or ice collecting in the depression, record the observation under Ponding.

Severity Defined

- Minor:** Visual indication of settlement/heaving with no visible surface cracks.
- Major:** Visual indication of settlement/heaving evidenced by cracks and deteriorated surface material.
- Severe:** Settlement/Heaving that renders a parking lot/driveway unusable/unpassable and/or creates unsafe pedestrian conditions.

Comments

- Severe:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged/Broken Equipment (Play Areas and Equipment)

Forcibly fractured into pieces or shattered, incomplete, inoperable, or missing.

Severity Defined

- Minor:** Visual estimate indicates some equipment (less than 50%) does not operate correctly or is missing but poses no safety risk.
- Major:** Visual estimate indicates most of the equipment (more than 50%) does not operate correctly or is missing but poses no safety risk.
- Severe:** Equipment poses a threat to safety capable of causing injury.

Deteriorated Play Area Surface (Play Areas and Equipment)

Damage to play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Severity Defined

Minor: Up to 10% of total surveyed play area surface shows signs of deterioration.

Major: Deterioration of 10 to 50% of total surveyed play area surface.

Severe: Deterioration of more than 50% of the surveyed play area surface.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually.
(Includes but not limited to "Hazards".)

Broken/Damaged Enclosure (Refuse Disposal)

The outdoor enclosed area which serves as a trash/refuse site is broken or damaged including its walls.

Note: This does not include areas not designed as trash/refuse enclosures such as curb pick-up. Address condition of slab at parking lots/driveways/roads.

Severity Defined

Minor: N/A

Major: A single wall or gate has holes or missing components.

Severe: A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Inadequate Outside Storage Space (Refuse Disposal)

Insufficient capacity for the proper storage of refuse until disposal.

Note: This does not include curb side pick-up areas.

Severity Defined

Minor: Appearance of storage area is unsightly and needs improvement, or the area surrounding the refuse storage area is impacted by the presence of unpleasant odors.

Major: N/A

Severe: Trash cannot be stored in the designated area due to under-capacity of refuse storage.

Damaged/Broken/Cracked (Storm Drainage)

Separated into pieces. Broken, but not into parts (fractured).

Severity Defined

Minor: N/A

Major: Visible structural damage/failure impacting the system's effectiveness. Significant visible fracture evidence by large, visible cracks.

Severe: Visible deterioration or failure of a large section yielding an inoperable system.

Debris/Obstruction/Sediment (Storm Drainage)

Partial or complete blockage by broken or collapsed pipe, infiltration of tree roots, accumulation of sediment, or other obstructions.

Severity Defined

Minor: N/A

Major: Accumulation of debris or sediment which causes or has the estimated potential of significantly reducing the flow of storm water.

Severe: Complete blockage of the system due to accumulation of a large quantity of debris causing backups into adjacent area(s).

Broken/Missing Hand Railing (Walkways/Steps)

The hand rail is damaged or non-existent.

Severity Defined

Minor: N/A

Major: N/A

Severe: The hand-rail for four or more stairs is completely missing or damaged, loose or otherwise unusable.

Cracks/Settlement/Heaving (Walkways/Steps)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. Pavement that sinks and/or rises due to failure of subbase materials.

Note: This does not include cracks on parking lots/driveways or roads.

Severity Defined

Minor: N/A

Major: Evidence of cracks or other defects which do not affect traffic ability.

Severe: Cracks/hinging/tilting and/or missing sections that affect traffic ability.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Spalling (Walkways/Steps)

A concrete or masonry walkway that is flaking, chipping or crumbling, possibly exposing underlying reinforcing material.

Severity Defined

Minor: Small areas, (4" X 4" or less), of walkway/stairs are affected.

Major: N/A

Severe: Large areas, (greater than 4" X 4"), of walkway/stairs are impacted and affects traffic ability.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Building Exterior Inspectable Items

Items to inspect for “Building Exterior” are as follows:

Doors

Fire Escapes

Foundations

Lighting

Roofs

Walls

Windows

Doors (Building Exterior)

Means of access to the interior of a building or structure. Doors provide privacy, control passage, maintain security, provide fire and weather resistance. Includes entry to maintenance areas, boiler and mechanical rooms, electrical vaults, storage areas, etc.

Note: This does not include unit doors.

This inspectable item can have the following deficiencies:

[Broken/Missing Glazing/Glass](#)

[Damaged Frames/Threshold/Lintels/Trim](#)

[Damaged Hardware/Locks](#)

[Damaged Surface \(Holes/Paint/Rusting\)](#)

[Damaged/Missing Screen/Storm/Security Door](#)

[Deteriorated/Missing Caulking Seals](#)

[Missing Door](#)

Fire Escapes (Building Exterior)

All buildings must have acceptable fire exits. This includes both stairway access doors & external exits. These can include external fire escapes, fire towers, operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

[Blocked Egress/Ladders](#)

[Visibly Missing Components](#)

Foundations (Building Exterior)

Lowest level structural wall or floor responsible for transferring the building's load to the appropriate footings and soil. Materials may include concrete, stone, masonry and wood.

This inspectable item can have the following deficiencies:

[Cracks/Gaps](#)

[Spalling/Exposed Rebar](#)

Lighting (Building Exterior)

System to provide illumination of building exteriors and surrounding grounds. Includes fixtures, lamps, stanchions, poles, supports, and electrical supply that are associated with the building itself.

Note: This does not include site lighting.

This inspectable item can have the following deficiencies:

[Broken Fixtures](#)

[Missing/Broken Bulbs](#)

Roofs (Building Exterior)

Roof system consists of the structural deck, weathering surface, flashing, parapet, and drainage system. They may be flat or pitched.

This inspectable item can have the following deficiencies:

[Damaged/Clogged Drains](#)

[Damaged Soffits/Fascia](#)

[Damaged Vents](#)

[Damaged/Torn Membrane/Missing Ballast](#)

[Missing/Damaged Components from Downspout/Gutter](#)

[Missing/Damaged Shingles](#)

[Ponding \(Roofs\)](#)

Walls (Building Exterior)

The exterior enclosure of the building or structure. Materials for construction include concrete, masonry block, brick, stone, wood, glass block. Surface finish materials include metal, wood, vinyl, stucco.

Note: This does not include foundation walls.

This inspectable item can have the following deficiencies:

Cracks/Gaps

Damaged Chimneys

Missing Pieces/Holes/Spalling

Missing/Damaged Caulking/Mortar

Stained/Peeling/Needs Paint

Windows (Building Exterior)

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials include wood, aluminum, vinyl, etc.

Note: This does not include windows that have defects noted from inspection from inside the unit.

This inspectable item can have the following deficiencies:

[Broken/Missing/Cracked Panes](#)

[Damaged/Missing Screens](#)

[Damaged Sills/Frames/Lintels/Trim](#)

[Missing/Deteriorated Caulking/Glazing Compound](#)

[Peeling/Needs Paint](#)

[Security Bars Prevent Egress](#)

Broken/Missing Glazing/Glass (Doors)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Severity Defined

Minor: For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.

Major: N/A

Severe: For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as severe.

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Severity Defined

- Minor:** A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The damaged door frame does not prevent door from being locked.
- Major:** More than one door has the minor damage defined above.
- Severe:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Severity Defined

Minor: A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable, and the door's panic hardware is operable.

Major: More than one door has minor damaged hardware as defined above.

Severe: A single door is rendered inoperable and/or unlockable due to damage to the door's hardware.

-OR-

A single door's panic hardware is not operable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Surface (Holes/Paint/Rusting) (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security. Includes holes, peeling/cracking/no paint, or significant rust.

Severity Defined

Minor: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Major: If more than one door has minor surface damage as defined above.

-OR-

Any single door that has a hole or holes ranging in size from 1/4 inch up to 1 inch in diameter.

Severe: Any single door has a hole or holes larger than 1 inch in diameter, or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Severity Defined

Minor: One or more screen/storm doors has damage or is missing screens/glass.

Major: One or more security doors has damage, but is still operational and the security door still serves its design purpose.

Severe: A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

Deteriorated/Missing Caulking/Seals (Doors)

Sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

Severity Defined

Minor: For a single door, missing or deteriorated caulk is confined to small areas with no evidence of damage to the door and/or surrounding structure.

Major: For a single door, missing or deteriorated caulk is consistently evident for the majority of the door with no evidence of damage to the door and/or surrounding structure.

-OR-

Two or more of the doors surveyed have minor deficiencies.

Severe: For at least one door, missing or deteriorated caulking is evident along with evidence of leaks or damage to the door or surrounding structure; or more than half the total door surveyed have minor caulking deficiencies.

-OR-

The seal is missing.

Missing Door (Doors)

Door is absent.

Severity Defined

Minor: N/A

Major: N/A

Severe: A single missing building exterior door constitutes a severe condition.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Blocked Egress/Ladders (Fire Escapes)

Any part of the fire escape, including ladders, is visibly blocked in a way that limits or restricts clear egress.

Note: This may include actual fire escapes themselves, fire towers, windows on the ground floor level that would be used in case of an emergency, etc.

Severity Defined

Minor: N/A

Major: N/A

Severe: Items are stored or barriers are present such that clear egress is restricted or blocked.

Visibly Missing Components (Fire Escapes)

Any components that affect functionality of the fire escape are visibly missing.

Severity Defined

Minor: N/A

Major: N/A

Severe: Functional components are visibly missing (such as one section of a ladder is not present or a railing is missing).

Cracks/Gaps (Foundations)

Visible split in the exterior of the lowest structural wall.

Note: Cracks that show evidence of water penetration should be evaluated here.

Severity Defined

Minor: Visible hairline cracks that do not appear to provide opportunity for water penetration.

-OR-

Minor broken pieces from settlement (e.g., a single brick).

Major: Cracks that exceed 1/8" in width or depth. May also provide opportunities for water penetration.

-OR-

Large pieces, such as numerous bricks, that are separated from the wall/floor.

Severe: Large cracks or gaps visibly estimated to exceed 3/8" in width or depth possibly indicating a serious structural problem.

-OR-

Cracks that are the full depth of the wall and/or provide opportunity for water penetration.

-OR-

Wall/floor sections that are broken apart.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Spalling/Exposed Rebar (Foundations)

The concrete or masonry wall that is flaking, chipping, or crumbling possibly exposing underlying reinforcing material (rebar).

Severity Defined

Minor: Spalling is confined to areas affecting less than 10% of the foundation wall area inspected.

Major: Obvious large spalled area(s) affecting 10% to 50% of any individual foundation wall.

Severe: Obvious significant spalled area(s) affecting 50% or more of any individual foundation wall.

-OR-

Spalling which causes any reinforcing material (rebar or other) to be exposed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Broken Fixtures (Lighting)

All or a portion of the lighting that is associated with the building itself. This does not include lighting attached to the building utilized for purposes such as lighting the site.

Note: If a damaged fixture or fixtures presents a safety hazard, rate it as severe, and record manually as a health and safety concern. This includes, but is not limited to, broken fixtures that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.

Severity Defined

Minor: N/A

Major: Between 10% and 50% of the lighting fixtures surveyed are visibly broken. The broken portion of the system does not constitute an obvious safety hazard.

Severe: Over 50% of the lighting fixtures surveyed are visibly broken; or the broken portion of the system constitutes an obvious safety hazard.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards" or "Hazards".)

Missing/Broken Bulbs (Lighting)

Lamps are missing or broken from fixtures. May include incandescent, fluorescent, mercury vapor, or others.

Note: This does not include SITE Lighting. Site Lighting is covered under Site – Lighting.

Severity Defined

Minor: N/A

Major: Between 10% and 50% of the fixtures surveyed have at least a single bulb visibly missing or broken.

Severe: Over 50% of the fixtures surveyed have at least a single bulb visibly missing or broken.

Comments

Major: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Electrical Hazards”.)

Damaged/Clogged Drains (Roofs)

The drainage system does not effectively remove water.

Note: Generally, this deficiency applies to flat roofs. This does not include gutters and downspouts. Refer to Building Exterior - Roofs - Missing Components from Downspouts/Gutters.

Severity Defined

Minor: N/A

Major: Debris around or in a drain is observed with no evidence of ponding observed.

-OR-

Drain is damaged but still functions.

Severe: Debris around or in a drain is observed with evidence of ponding observed.

-OR-

Damage is such that drain no longer functions.

Comments

Severe: Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Damaged Soffits/Fascia (Roofs)

Soffit fascia and/or associated components are damaged. May provide visible opportunity for water penetration or other damage from natural elements.

Severity Defined

- Minor:** Damage to soffit/fascia is visible but no obvious opportunities for water penetration are observed.
- Major:** N/A
- Severe:** Soffits/Fascia are missing (from where required) or damaged so that water penetration is visibly possible.

Comments

- Severe:** Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Damaged Vents (Roofs)

Damaged vents on or extending through the roof surface or components are damaged and/or missing. Vents may include, but is not limited to, ridge vents, soffit vents, gable vents, plumbing vents, or gas vent.

Note: This does not include exhaust fans located on the roof. Exhaust fans are covered under Building Systems - Exhaust.

Severity Defined

Minor: The vents are visibly damaged but do not present an obvious risk to promote subsequent roof damage.

Major: N/A

Severe: Vents are missing or visibly damaged to the extent that subsequent roof damage is possible.

Damaged/Torn Membrane/Missing Ballast (Roofs)

Visible rip or wear in the membrane. Includes punctures, holes, cracks, blistering, and separated seams.

Note: Includes flashing.

Severity Defined

Minor: N/A

Major: Ballast has shifted and no longer performs function.

Severe: Visible damage to the membrane with visible signs of current damage and/or leaks.

Comments

Severe: Inspection by roofing specialist is recommended if doubt of severity of the condition exists.

Missing/Damaged Components from Downspout/Gutter (Roofs)

Components of the drainage system are visibly missing or damaged. The system includes gutters, leaders, downspouts, splashblocks and drain openings.

Note: This does not include clogged drains. Refer to Building Exterior - Roofs - Clogged Drains.

Severity Defined

Minor: Splashblocks are missing or damaged.

Major: N/A

Severe: Drainage system components are visibly missing or damaged providing opportunities for damage to the roof, structure, exterior wall surface, interior, or surrounding grounds.

Missing/Damaged/Shingles (Roofs)

The shingles are missing or damaged which includes, but is not limited to, cracking, warping, cupping or deteriorated.

Note: A square is defined as 100 square feet.

Severity Defined

Minor: N/A

Major: Up to 2 squares of surface material or shingles are missing.

Severe: More than 2 squares of shingles are observed to be missing from surveyed roofing areas.

Ponding (Roofs)

Evidence of areas of standing water exists.

Severity Defined

Minor: N/A

Major: N/A

Severe: Evidence of standing water on roof causing potential or visible damage to roof surface or underlying materials.

Comments

Severe: Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Cracks/Gaps (Walls)

Visible split, separation, or gap in the exterior walls.

Severity Defined

Minor: Crack that is less than 1/8 inch in width or depth.

Major: Crack that exceeds 1/8 inch in width or depth. May also provide opportunities for water penetration.

-OR-

Pieces, such as numerous bricks, that are separated from the wall.

Severe: Large crack or gap visibly estimated to exceed 3/8 inch in width or depth possibly indicating a serious structural problem.

-OR-

Crack that is the full depth of the wall and/or provides opportunity for water penetration.

-OR-

Wall sections that are broken apart.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Damaged Chimneys (Walls)

The chimney, including the portion extending above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.

Severity Defined

Minor: N/A

Major: Surface of chimney is cracking, spalling, or otherwise showing visible surface damage.

Severe: Part or all of the chimney has visibly separated from the adjacent wall. Cracked or fallen pieces or sections may currently be present or there is a risk of falling pieces creating a safety hazard.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards")

Missing Pieces/ Holes/Spalling (Walls)

Deterioration, such as missing pieces, holes or spalling in the exterior wall surface. May also be attributed to rotting materials; or, concrete, stucco, or masonry wall is flaking, chipping, or crumbling.

Severity Defined

Minor: N/A

Major: Any missing piece, such as, a single brick or section of siding, or hole.

-OR-

Deterioration that affects an area up to 8 1/2' x 11".

Severe: Deterioration that causes any reinforcing material (re-bar) to be exposed.

-OR-

More than one missing piece, such as a few bricks, or section of siding or holes that affects an area larger than 8 1/2" x 11".

-OR-

Any size hole that completely penetrates the exterior wall.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Missing/Damaged Caulking/Mortar (Walls)

Caulking designed to provide weather resistance or mortar is missing or deteriorated.

Note: This doesn't include caulking relative to doors and windows as they are covered in other areas. All other caulking, etc. should be addressed here.

Severity Defined

Minor: Mortar is missing around a single masonry unit.

-OR-

Deteriorated caulk is confined to less than 12 inches.

Major: Mortar is missing in around more than one contiguous masonry unit.

-OR-

Deteriorated caulking is evident in an area longer than 12 inches.

Severe: N/A

Stained/Peeling/Needs Paint (Walls)

Paint is cracking, flaking, otherwise deteriorated. Water damage or related problems have stained the paint.

Note: This does not include walls that are not intended to have paint, such as most brick walls, etc.

Severity Defined

Minor: Visible observations estimate that less than 50% of a single building exterior wall is affected.

Major: Visible observations estimate that more than 50% of a single building exterior wall is affected.

Severe: N/A

Broken/Missing/Cracked Panes (Windows)

Glass pane is broken, missing or cracked.

Severity Defined

Minor: Glass pane is cracked, but no sharp edges are present.

Major: N/A

Severe: Glass pane is missing or broken.

Damaged/Missing Screens (Windows)

Screen is punctured, torn, is otherwise damaged or is missing.

Severity Defined

Minor: Screen has significant punctures, tears, is otherwise damaged or is missing.

Major: N/A

Severe: N/A

Damaged Sills/Frames/Lintels/Trim (Windows)

Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Severity Defined

Minor: N/A

Major: Damage does not affect the window's intended operation.

Severe: Damage affects the window's intended operation.

Missing/Deteriorated Caulking/Glazing Compound (Windows)

Caulking or glazing compound to provide weather resistance is missing or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Severity Defined

Minor: Missing or deteriorated caulk or glazing compound is confined to small areas with no evidence of damage to the window and/or surrounding structure.

Major: Missing or deteriorated caulk or glazing compound is consistently evident for the majority of the window with no evidence of damage to the window and/or surrounding structure.

-OR-

2 or more of the windows surveyed have minor deficiencies.

Severe: Evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows)

Paint covering the window assembly/trim is cracking, flaking, or otherwise failing; or window assembly/trim is not painted or is exposed to the elements.

Note: This does not include windows that are not intended to be painted.

Severity Defined

Minor: Peeling paint and/or a window in need of paint is observed.

Major: N/A

Severe: N/A

Security Bars Prevent Egress (Windows)

Security bars are damaged, constructed or installed, such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Severity Defined

Minor: N/A

Major: N/A

Severe: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

Deteriorated/Missing Caulking/Seals (Windows)

Sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

Severity Defined

- Minor:** For a single window, missing or deteriorated caulk is confined to small areas with no evidence of damage to the window and/or surrounding structure.
- Major:** For a single window, missing or deteriorated caulk is consistently evident for the majority of the window with no evidence of damage to the window and /or surrounding structure.
- OR-
- 2 or more of the windows surveyed have minor deficiencies.
- Severe:** For at least one window, missing or deteriorated caulking is evident along with evidence of leaks or damage to the window surrounding structure; or more than half of the total windows surveyed have minor caulking deficiencies.

Building Systems Inspectable Items

Items to inspect for “Building Systems” are as follows:

[Domestic Water](#)

[Electrical System](#)

[Elevators](#)

[Emergency Power](#)

[Exhaust System](#)

[Fire Protection](#)

[HVAC](#)

[Sanitary System](#)

Domestic Water (Building Systems)

Portion of the building system that provides potable water conditioning, heating, and distribution taking its source from outside the building and terminating in domestic plumbing fixtures. The system typically consists of water conditioners (filters and softeners), water heaters, transfer and circulating pumps, strainers, and connecting piping, fittings, valves, and supports.

Note: This does not include portion of water supply that connects to the heating and cooling system. Also, the delivery points of the system such as sinks and faucets in units or common areas.

This inspectable item can have the following deficiencies:

[Leaking Central Water Supply](#)

[Misaligned Ventilation System](#)

[Missing Pressure Relief Valve](#)

[Rust/Corrosion on Central Water Components](#)

[Rust/Corrosion on Heater Chimney](#)

[Water Supply Inoperable](#)

Electrical System (Building Systems)

Portion of the building system that safely provides electrical power throughout the building. Including equipment that provides control, protection, metering, and service.

Note: This does not include transformers or metering that belongs to the providing utility. Equipment that is part of any emergency power generating system. Terminal equipment such as receptacles, switches, or panelboards that are located in the units or common areas.

This inspectable item can have the following deficiencies:

[Blocked Access/Improper Storage](#)

[Burnt Breakers](#)

[Evidence of Leaks/Corrosion](#)

[Frayed Wiring](#)

[Missing Breakers](#)

[Missing Covers](#)

Elevators (Building Systems)

Vertical conveyance system for moving personnel, equipment, materials, household goods, etc.

This inspectable item can have the following deficiency:

Not Operable

Emergency Power (Building Systems)

Standby/backup equipment intended to supply illumination or power or both, (battery or generator set) during utility outage.

This inspectable item can have the following deficiencies:

[Run-Up Records/Documentation Not Available](#)

[Auxiliary Lighting Inoperable](#)

Exhaust System (Building Systems)

The system used to primarily exhaust stale air from the building. Primarily from the kitchen and bathroom areas.

Note: This does not include elements related to the HVAC system.

This inspectable item can have the following deficiencies:

Roof Exhaust Fans Inoperable

Fire Protection (Building Systems)

Building System designed to minimize the effects of a fire. May include the following: fire walls and doors, portable fire extinguishers, and permanent sprinkler systems.

Note: This does not include fire detection, alarm, and control devices.

This inspectable item can have the following deficiencies:

[Missing Sprinkler Head](#)

[Missing/Damaged/Expired Extinguishers](#)

HVAC (Building Systems)

Portion of the building system that provides ability to heat or cool the air within the building. Includes equipment such as boilers, burners, furnaces, fuel supply, hot water and steam distribution, and associated piping, filters, and equipment. Also includes air handling equipment and associated ventilation ducting.

This inspectable item can have the following deficiencies:

[Boiler/Pump Leaks](#)

[Fuel Supply Leaks](#)

[Gas Fired Unit – Missing/Misaligned Chimney](#)

[General Rust/Corrosion](#)

Sanitary System (Building Systems)

Portion of the building system that provides for the disposal of waste products with discharge to the local sewage system. Can include sources such as domestic plumbing fixtures, floor drains, and other area drains. Consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, and collection piping, fittings, valves, and supports.

Note: This does not include site storm drainage. Refer to Site - Storm Drainage.

This inspectable item can have the following deficiencies:

[Broken/Leaking/Clogged Pipes or Drains \(Sanitary System\)](#)

[Missing Drain/Cleanout/Manhole Covers](#)

Leaking Central Water Supply (Domestic Water)

Water visibly leaking from any water system component. Includes valve flanges, stems, bodies, hose bibbs or from any domestic water tank or its pipe or pipe connections.

Note: This includes both hot and cold water.

Severity Defined

Minor: N/A

Major: N/A

Severe: Water is visibly leaking.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Misaligned/ Damaged Ventilation System (Domestic Water)

The ventilation system on a gas/oil fired water heater is misaligned.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any misalignment which may cause improper or dangerous venting of exhaust gases.

Missing Pressure Relief Valve (Domestic Water)

Pressure relief valve on central hot water heating system is not present.

Note: This does not include the pipe from the PRV to the floor.

Severity Defined

Minor: N/A

Major: N/A

Severe: No pressure relief valve present.

Rust/Corrosion on Central Water Components (Domestic Water)

The material condition of the equipment and/or associated piping shows evidence of flaking, discoloration, pitting or crevices.

Severity Defined

Minor: N/A

Major: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Severe: Condition has rendered equipment and/or piping inoperable.

Rust/Corrosion on Heater Chimney (Domestic Water)

The material condition of the water heater chimney shows evidence of flaking, discoloration, pitting or crevices.

Severity Defined

Minor: N/A

Major: N/A

Severe: The water heater chimney shows evidence of flaking, discoloration, pitting or crevices which may result in holes, ultimately, allowing leaks of toxic gases from the chimney.

Water Supply Inoperable (Domestic Water)

Water is unavailable.

Severity Defined

Minor: N/A

Major: N/A

Severe: Running water is unavailable within any area of the building.

Blocked Access/Improper Storage (Electrical System)

The placing of any object that will delay or prevent access to any panelboard or main power switch.

Severity Defined

Minor: N/A

Major: N/A

Severe: One or more items are placed in front of the building systems' electrical panel.

Burnt Breakers (Electrical System)

Breakers having carbon on the plastic body, or plastic body is melted and scarred.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any signs of carbon residue or breaker is melted and/or has arcing scars.

Evidence of Leaks/Corrosion (Electrical System)

Liquid stains, rust marks or other signs of corrosion are found on electrical enclosures or hardware.

Note: Do not address surface rust if it does not affect the condition of the electrical enclosure.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any corrosion that affects the condition of the current carrying components. Stains and/or rust on the interior of electrical enclosures or evidence of water leaks are present in the enclosure or hardware.

Frayed Wiring (Electrical System)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Severity Defined

Minor: N/A

Major: N/A

Severe: Nicks, abrasions or fraying of the insulation that expose any conducting wire.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Missing Breakers/Fuses (Electrical System)

An open circuit breaker position in a panel-board, main panel board or other electrical box containing circuit breakers; not appropriately blanked-off.

Severity Defined

Minor: N/A

Major: N/A

Severe: Open breaker port.

Missing Covers (Electrical System)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Severity Defined

Minor: N/A

Major: N/A

Severe: Cover is missing resulting in exposed visible electrical connections.

Not Operable (Elevators)

Elevator will not ascend or descend. Door will not open or close. Door opens without cab being present.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any elevator that is either inoperable or doors open without cab present.

Auxiliary Lighting Inoperable (Emergency Power)

Emergency lighting which provides illumination during periods of power outage.

Severity Defined

Minor: N/A

Major: N/A

Severe: Auxiliary lighting does not function.

Run-Up Records/Documentation Not Available (Emergency Power)

Records are not properly maintained or available

Severity Defined

Minor: N/A

Major: Current records (within the last 12 months) are lost but old records demonstrate proper use.

Severe: No records are available.

Roof Exhaust Fans Inoperable (Exhaust System)

The ventilation system to exhaust kitchen and/or bathroom air is inoperable.

Severity Defined

Minor: N/A

Major: N/A

Severe: Roof exhaust fan unit is inoperable.

Missing Sprinkler Head (Fire Protection)

Any sprinkler head connected to the central fire protection system is missing, visibly disabled, blocked, and/or capped.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any sprinkler head is missing, visibly disabled, blocked, and/or capped.

Missing/Damaged/Expired Extinguishers (Fire Protection)

A portable fire extinguisher is not in its proper location, is damaged or the extinguisher certification has expired.

Note: This includes fire hoses in fire cabinets.

Severity Defined

Minor: N/A

Major: N/A

Severe: Missing or damaged extinguisher, or expired extinguisher certificate is observed.

Boiler/Pump Leaks (HVAC)

Escaping of water/steam from unit casing or system piping.

Note: This does not include fuel supply leaks. See Building Systems - HVAC fuel supply leaks. Also, don't include steam escaping from pressure relief valves.

Severity Defined

Minor: N/A

Major: N/A

Severe: Visible leak is observed.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Include but not limited to "Hazards".)

Fuel Supply Leaks (HVAC)

There is evidence of fuel escaping from a fuel storage tank or fuel line.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any leakage of fuel from the supply tank or piping.

Gas Fired Unit - Missing/Misaligned Chimney (HVAC)

The exhaust system on a gas/oil fired unit is misaligned.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any misalignment which causes improper or dangerous venting of gases.

General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Severity Defined

Minor: N/A

Major: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Severe: Condition has rendered equipment and/or piping inoperable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Included but not limited to "Hazards".)

Broken/Leaking/Clogged Pipes or Drains (Sanitary System)

Any visible leaks in sanitary system components or visibly clogged drains.

Severity Defined

Minor: N/A

Major: N/A

Severe: Visible active leaks are observed within or around the system components. Standing water, puddles, or ponding have occurred which is indicative of leaks or clogged drains.

Missing Drain/Cleanout/Manhole Covers (Sanitary System)

The protective covers are not present.

Note: This also includes covers observed while walking the site.

Severity Defined

Minor: N/A

Major: N/A

Severe: Cover is missing.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Include but is not limited to "Air Quality", "Hazards".)

Common Areas Inspectable Items

Items to inspect for “Common Areas” are as follows:

[Basement/Garage/Carport](#)

[Closet/Utility/Mechanical](#)

[Community Room](#)

[Day Care](#)

[Halls/Corridors/Stairs](#)

[Kitchen](#)

[Laundry Room](#)

[Lobby](#)

[Office](#)

[Other Community Spaces](#)

[Patio/Porch/Balcony](#)

[Pools and Related Structures](#)

[Restrooms/Pool Structures](#)

[Storage](#)

[Trash Collection Areas](#)

Basement/Garage/Carport (Common Areas)

Basement: the lowest habitable story of a building, usually below ground level.

Garage: a building or wing of a building in which to park a car. **Carport:** a roof projecting from the side of a building or free standing, used to shelter an automobile.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates Damaged

Smoke Detector Damaged

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Closet/Utility/Mechanical (Common Areas)

An enclosed room or closet housing machines and/or equipment that service the building.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Smoke Detector Damaged

Doors Damaged

Stairs/Hand Railings Damaged

Electrical Damaged

Walls Damaged

Floors Damaged

Windows Damaged

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates
Damaged

Community Room (Common Areas)

Meeting place used by members of a community for social, cultural, or recreational purposes.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches Damaged

Smoke Detector Inoperable

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Day Care (Common Area)

Place that provides daytime supervision, training, and medical services for preschool children or for the elderly.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Damaged

Outlets/Switches/Cover Plates Damaged

Smoke Detector Damaged

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Halls/Corridors/Stairs (Common Areas)

Passageway in a building, which organizes its rooms, apartments and staircases.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Smoke Detector Damaged

Doors Damaged

Stairs/Hand Railings Damaged

Electrical Damaged

Walls Damaged

Floors Damaged

Windows Damaged

Graffiti

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Mailboxes

Outlets/Switches/Cover Plates Damaged

Kitchen (Common Areas)

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

Cabinets - Missing/Damaged

Ceiling Damaged

Countertops Missing

Dishwasher/Garbage Disposal - Inoperable

Doors Damaged

Electrical Damaged

Exhaust Systems - Excessive Grease/Inoperable

Floors Damaged

GFI - Inoperable

HVAC System Damaged

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates Damaged

Plumbing - Clogged Drains

Plumbing - Leaking Faucet/Pipes

Range Hood/Exhaust Fans - Excessive Grease/Inoperable

Refrigerator -
Missing/Damaged/Inoperable

Sink - Damaged/Missing

Smoke Detector Inoperable

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Laundry Room (Common Areas)

Place where soiled clothes and linens are washed and/or dried.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Dryer Vent Missing/Damaged/Inoperable

Floors Damaged

GFI - Inoperable

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates Damaged

Smoke Detector Damaged

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Lobby (Common Area)

A foyer, hall, or waiting room at or near the entrance of a building.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates Damaged

Smoke Detector Inoperable

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Office (Common Areas)

Place in which business, professional, or clerical activities are conducted.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches Damaged

Smoke Detector Inoperable

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Other Community Spaces (Common Areas)

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches Damaged

Smoke Detector Inoperable

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Patio/Porch/Balcony (Common Areas)

Covered entrance to a building, usually with a separate roof or a recreation area that adjoins common areas.

This inspectable item can have the following deficiencies:

Baluster/Side Railings Damaged

Stairs/Hand Railings Damaged

Ceiling Damaged

Outlets/Switches/Cover Plates Damaged

Doors Damaged

Walls Damaged

Electrical Damaged

Windows Damaged

Floors Damaged

Lighting Missing/Inoperable Fixture

Pools and Related Structures (Common Areas)

Swimming pools and related structures including fencing, etc.

This inspectable item can have the following deficiencies:

Fencing - Damaged/Not Intact

Pool - Not Operational

Restrooms/Pool Structures (Common Area)

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet. This includes locker rooms or bathhouses associated with swimming pools.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Plumbing - Clogged Drains

Doors Damaged

Plumbing - Leaking Faucet/Pipes

Electrical Damaged

Restroom Cabinet - Damaged/Missing

Floors Damaged

Smoke Detector Inoperable

GFI - Inoperable

Shower/Tub - Damaged/Missing

HVAC System Inoperable

Stairs/Hand Railings Damaged

Lavatory Sink - Damaged/Missing

Ventilation/Exhaust System - Inoperable

Lighting Damaged/Inoperable

Walls Damaged

Outlets/Switches Damaged

Water Closet - Damged/Clogged/Missing

Windows Damaged

Storage (Common Areas)

A room in which items are kept for future use.

This inspectable item can have the following deficiencies:

Ceiling Damaged

Doors Damaged

Electrical Damaged

Floors Damaged

HVAC System Inoperable

Lighting Missing/Inoperable Fixture

Outlets/Switches/Cover Plates Damaged

Smoke Detector Damaged

Stairs/Hand Railings Damaged

Walls Damaged

Windows Damaged

Trash Collection Areas (Common Areas)

Collection areas for trash/garbage common pick-up.

This inspectable item can have the following deficiencies:

[Chutes Damaged/Missing Components](#)

Ceiling (Common Areas)

The visible overhead structure lining the inside of a room or area.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Holes/Missing Tiles/Panels/Cracks

Needs Paint

Water Stains/Water Damage/Mold/Mildew

Doors (Common Areas)

Means of access to the interior of a unit. Doors provide privacy and security, control passage, provide fire and weather resistance.

This inspectable item can have the following deficiencies:

[Broken/Missing Glazing/Glass](#)

[Damaged Frames/Threshold/Lintels/Trim](#)

[Damaged Hardware/Locks](#)

[Damaged Surface \(Holes/Paint/Rusting\)](#)

[Deteriorated/Missing Seals](#)

[Missing Door](#)

Electrical Damage (Common Areas)

Portion of the common area that safely provides electrical power throughout the building. Including equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiencies:

[Blocked Access to Electrical Panel](#)

[Burnt Breakers](#)

[Evidence of Leaks/Corrosion](#)

[Frayed Wiring](#)

[Missing Breakers](#)

[Missing Covers](#)

Floors (Common Areas)

The visible horizontal surface system within a room or area underfoot; the horizontal division between two stories of a structure.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Floor Covering Damaged

Missing Flooring

Needs Paint

Rot/Deteriorated Subfloor

Water Stains/Water Damage/Mold/Mildew

Outlets/Switches/Cover Plates (Common Areas)

The receptacle connected to a power supply or method to control the flow of electricity. Includes two & three prong outlets, ground fault interrupters, pull cords, two & three pole switches, and dimmer switches.

This inspectable item can have the following deficiencies:

Missing/Broken

Smoke Detector (Common Areas)

Sensor to detect the presence of smoke and activate an alarm. May be battery operated or hard-wired to electrical system. May provide visual signal, audible signal, or both.

This inspectable item can have the following deficiencies:

Missing/Inoperable

Stairs/Hand Railings Damaged (Common Areas)

Series of 4 or more steps or flights of steps joined by landings connecting levels of a common area. Includes supports, frame, treads, handrails.

This inspectable item can have the following deficiencies:

[Broken/Missing Hand Railing](#)

[Broken/Damaged/Missing Steps](#)

Walls (Common Areas)

The enclosure of the unit and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint, wall-coverings.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Damaged/Deteriorated Trim

Damaged

Needs Paint

Water Stains/Water Damage/Mold/Mildew

Windows (Common Areas)

Window systems provide light, security, and exclusion of exterior noise, glare, dust, heat, and cold. Frame materials include wood, aluminum, and vinyl.

This inspectable item can have the following deficiencies:

[Cracked/Broken/Missing Panes](#)

[Damaged Window Sill](#)

[Deteriorated/Missing Caulking/Seals](#)

[Inoperable/Not Lockable](#)

[Needs Paint](#)

[Security Bars Prevent Egress](#)

Blocked Access/Improper Storage (Electrical System)

The placing of any object that will delay or prevent access to any panelboard or main power switch.

Severity Defined

Minor: N/A

Major: N/A

Severe: One or more items are placed in front of the common area's electrical panel, impeding accessibility in time of an emergency.

Burnt Breakers (Electrical System)

Breakers having carbon on the plastic body, or plastic body is melted or scarred.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any signs of carbon residue or breaker is melted and/or has arcing scars.

Electrical - Evidence of Leaks/Corrosion (Common Areas)

Liquid stains, rust marks or other signs of corrosion are found on electrical enclosures or hardware.

Note: Do not address surface rust if it does not affect the condition of the electrical enclosure.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any corrosion that affects the condition of the current carrying components. Stains and/or rust on the interior of electrical enclosures or evidence of water leaks are present in the enclosure or hardware.

Electrical - Frayed Wiring (Common Areas)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Severity Defined

Minor: N/A

Major: N/A

Severe: Nicks, abrasions or fraying of the insulation.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Missing Breakers (Electrical System)

An open circuit breaker position in a panel- board, main panel board or other electrical box containing circuit breakers; not appropriately blanked-off.

Severity Defined

Minor: N/A

Major: N/A

Severe: Open breaker port.

Electrical - Missing Covers (Common Areas)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Severity Defined

Minor: N/A

Major: N/A

Severe: Cover is missing resulting in exposed visible electrical connections.

Ceiling - Bulging/Buckling (Common Areas)

Ceiling has bowed, deflected, is sagging, or has deviated from original horizontal alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging, buckling, or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)

Punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.

Severity Defined

Minor: Small holes or missing tile/panel found in a ceiling, visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it).

Major: A hole or missing tile/panel is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it).

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Severe: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Ceiling - Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Severity Defined

- Minor:** Peeling paint is observed. The condition exists on 1 to 2 ceilings within CA.
- Major:** Visual estimate indicates that more than 2 ceilings within the CA have peeling paint or are in need of paint.
- Severe:** N/A

Ceiling - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

Minor: For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.

Major: For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.

-OR-

Visual observations estimate that 10% to 50% of the ceiling area has minor damage.

Severe: Visual observations estimate that a large portion (50% of its surface area) of one ceiling has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed.

-OR-

Cases where visual observations estimate that more than 50% of the ceiling area shows minor defined signs of damage, stains, mold, or mildew.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)

Doors - Broken/Missing Glazing/Glass (Common Areas)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Severity Defined

- Minor:** For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.
- Major:** N/A
- Severe:** For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as severe.

Doors - Damaged Surface (Holes/Paint/Rusting) (Common Areas)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.

Note: A restroom, fire door, or entry door impacted is severe.

Severity Defined

Minor: Any one door has either: small holes (less than $\frac{1}{4}$ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Major: If more than one door has minor surface damage as defined above.

-OR-

Any single door that has a hole or holes ranging in size from $\frac{1}{4}$ inch up to 1 inch diameter.

Severe: Any single door has a hole or holes larger than 1 inch in diameter or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

Doors - Damaged Frames/Threshold/Lintels/Trim (Common Areas)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Severity Defined

Minor: A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The damaged door frame does not prevent door from being locked.

Major: More than one door has the minor damage defined above.

Severe: At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

-OR-

Minor damage as defined above affects a restroom, entry, or fire door.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Doors - Damaged Hardware/Locks (Common Areas)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Severity Defined

- Minor:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable, and the door's panic hardware is virtually intact.
- Major:** More than one door has minor damaged hardware as defined above.
- Severe:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.

Comments

- Severe:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Doors - Deteriorated/Missing Seals (Common Areas)

The seals and stripping around the door(s) designed to provide fire resistance are damaged or missing.

Severity Defined

Minor: N/A

Major: N/A

Severe: For a single door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Doors - Missing Door (Common Areas)

Door is absent.

Note: A restroom, entry or fire door impacted is severe.

Severity Defined

- Minor:** The missing door is not a restroom, entry, or fire door.
- Major:** Missing doors are not an entry, restroom, or fire door. They present no hazard and visual observation shows two doors or up to 50% of the doors are missing.
- Severe:** The missing door is a restroom, entry, or fire door.
-OR –
Visual observation estimates more than 50% of the doors are missing.

Comments

- Severe:** If condition is a health and safety concern it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Bulging/Buckling (Common Areas)

Floor has bowed, deflected, is sagging, or has deviated from original horizontal alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging, buckling, or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Floor Covering Damaged (Common Areas)

Damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.

Severity Defined

- Minor:** For a single floor, floor covering may have stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. The covering is fully functional. Visual observation estimates that less than 10% of the floor area is affected. Does not present a safety hazard.
- Major:** Visual observations estimate that 10% to 50% of the floors having minor damage as described above are affected.
- Severe:** For a single floor, large sections of the covering are damaged estimated at more than 50% of the floor area.
- OR-
- Floor covering damage that exposes the underlying material.

Comments

- Severe:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Missing Flooring (Common Areas)

Flooring such terrazo, hardwood, ceramic tile or other flooring material is missing.

Severity Defined

- Minor:** For a single floor small holes in areas of the floor surface. Visual observations estimate less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
- Major:** Visual observations estimate 10% to 50% of the floors have minor holes/damage. No safety problem exists due to this condition.
- Severe:** Visual observations estimate more than 50% of the floors are affected by minor holes/damage; or the holes are sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as severe.

Floors - Needs Paint (Common Areas)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Note: This applies to any painted floor surface, typically concrete.

Severity Defined

Minor: For a single floor, a peeling condition exists. Up to or less than 50% of the floor is affected.

Major: For a single floor, a peeling condition exists. More than 50% of the floor is affected.

Severe: N/A

Floors - Rot/Deteriorated Subfloor (Common Areas)

Subfloor has decayed or is decaying.

Severity Defined

Minor: N/A

Major: Condition is slightly noticeable. Small areas of rot or spongy flooring are found. Inspection observations estimate less than 10% of the floors are affected.

Severe: Large areas of rot are readily visible. Application of weight causes noticeable deflection. Inspection observations estimate more than 10% of floors are affected.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

Minor: N/A

Major: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (4 sq. ft. or less). Water may or may not be evident. Visual observations estimate that less than 10% of the floors are affected.

Severe: Visual observations estimate that a large portion (more than 10%) of one or more floors has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, moist areas and flaking are evident. The floor surface may have failed.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Lighting Missing/Damaged/Inoperable Fixture (Common Areas)

Lighting fixture is damaged, inoperable, or missing.

Severity Defined

Minor: N/A

Major: The permanent lighting fixture are missing or damaged so they do not operate, resulting in inadequate lighting in this area.

Severe: N/A

Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist. Switch or outlet is missing.

Severity Defined

Minor: Outlet or switch has broken cover plate which does not result in exposed wiring.

Major: N/A

Severe: An outlet or switch is missing.

-OR-

A cover plate is missing or broken resulting in exposed wiring.

Smoke Detector – Missing/Inoperable (Common Areas)

Smoke detector will not activate, or is missing.

Severity Defined

Minor: N/A

Major: N/A

Severe: A single missing or inoperable smoke detector is severe.

Stairs - Broken/Missing Hand Railing (Halls/Corridors/Stairs)

The hand rail is damaged or non-existent.

Severity Defined

Minor: N/A

Major: N/A

Severe: The hand-rail for four or more stairs is completely missing or damaged, loose or otherwise unusable.

Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Severity Defined

Minor: N/A

Major: N/A

Severe: Step is broken, damaged or missing.

Mailbox Missing/Damaged (Halls/Corridors/Stairs)

Mailbox does not function properly due to deterioration, damage, or is absent.

Severity Defined

Minor: Mailbox is damaged, vandalized, or deteriorated, but functional.

Major: N/A

Severe: Mailbox is damaged, vandalized, or deteriorated, and as a result, is not functional.

-OR-

Mailbox is missing.

Graffiti (Halls/Corridors/Stairs)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on walls, floors, ceilings, etc.

Note: Do not count full wall murals and similar art forms as graffiti.

Severity Defined

Minor: Visual graffiti observed in at least one location/area.

Major: Graffiti observed in 2-5 locations/areas.

Severe: Graffiti observed in 6 or more locations/areas.

Walls – Bulging/Buckling (Common Areas)

Wall has bowed, deflected, sagged or has deviated from original vertical alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging/Buckling or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Walls - Damaged/Deteriorated Trim (Common Areas)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Severity Defined

- Minor:** Small areas of deterioration in the trim surfaces. Visual observations estimate that less than 10% of the wall area surveyed is affected.
- Major:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
- Severe:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.

Walls - Damaged (Common Areas)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Severity Defined

Minor: A hole missing tile/panel, or other damage found in a wall, visually estimated at no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Major: A hole missing tile/panel or other damage wall that is larger than a sheet of paper (8 1/2 x 11).

-OR-

A crack greater than 1/8' in wide and a minimum of 11" long.

Severe: A hole of any size is found in one or more walls which fully penetrates into an adjoining room (can see through the hole).

-OR-

Two or more walls have major holes.

Walls – Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated.

Severity Defined

Minor: Area affected is less than 4 square feet.

Major: Area affected is greater than 4 square feet.

Severe: N/A

Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

- Minor:** For a single wall, visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (less than 4 sq. ft. by visual estimate). Water may or may not be evident.
- Major:** For a single wall, visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Severe:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall system as severe.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one area shows signs of water damage, stains, mold, or mildew.

Windows - Cracked/Broken/Missing Panes (Common Areas)

Glass or pane is cracked, broken or missing.

Severity Defined

Minor: Cracked window pane is observed.

Major: N/A

Severe: Glass pane is broken or missing.

Windows - Damaged Window Sill (Common Areas)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Severity Defined

- Minor:** Sill is damaged but still present. The inside of the surrounding wall is not exposed. No impact to window operation or weather tightness is visually apparent.
- Major:** Sill is missing or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Severe:** N/A

Windows - Security Bars Prevent Egress (Common Areas)

Security bars are damaged, constructed or installed such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Severity Defined

Minor: N/A

Major: N/A

Severe: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

HVAC - Missing/Misaligned Chimney (Common Areas)

The exhaust system on a gas/oil fired unit is misaligned.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any misalignment which causes improper or dangerous venting of gases.

HVAC – Inoperable (Common Areas)

The heating, cooling, or ventilation system is inoperable.

Severity Defined

Minor: N/A

Major: N/A

Severe: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Hazards”.)

HVAC - Noisy/Vibrating/Leaking (Common Areas)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Severity Defined

Minor: N/A

Major: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Severe: N/A

Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)

Convection/Radiant heat system cover is missing or damaged.

Severity Defined

Minor: N/A

Major: One or more covers are damaged, impeding proper heating, but not creating any type of safety hazard.

Severe: One or more covers are missing, or substantially not installed, enabling exposure to burn, fan or other potentially serious hazards.

HVAC - General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Severity Defined

Minor: N/A

Major: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Severe: Condition has rendered equipment and/or piping inoperable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Severity Defined

- Minor:** Counter-top surface is discolored; materials have begun to separate or minor scratching and chipping is present.
- Major:** Surface shows advanced stage of deterioration and/or scratching, chipping.
- Severe:** Countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Severity Defined

- Minor:** Cabinet is discolored; materials have begun to separate or minor scratching and chipping is present. Cabinet assembly is present; up to two cabinets may be only marginally functional.
- Major:** Several (up to 50%) cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
- Severe:** A significant number (more than 50%) of cabinets are either missing, damaged, or lacking adequate doors and/or shelves.

Dishwasher/Garbage Disposal - Inoperable (Kitchen) (Day Care) (Other Community Spaces)

A dishwasher or garbage disposal, if provided, does not work.

Severity Defined

Minor: N/A

Major: The dishwasher or garbage disposal does not work.

Severe: N/A

Exhaust Systems - Excessive Grease/Inoperable (Kitchen)

Failure of apparatus to draw cooking exhaust.

Severity Defined

- Minor:** Accumulation of dirt threatens the free passage of air.
- Major:** N/A
- Severe:** Exhaust fan is inoperable or flue may be completely blocked based on visual estimation.

GFI - Inoperable (Kitchen)(Restrooms/Pool Structures)

GFI is present and inoperable.

Severity Defined

Minor: N/A

Major: N/A

Severe: GFI is present and is found inoperable.

Fencing - Damaged/Not Intact (Pools and Related Structures)

Fencing surrounding the swimming pool was observed to be damaged.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any damage that compromises the integrity of the fence.

Pool - Not Operational (Pools and Related Structures)

Pool was not in operation during the inspection.

Note: If not operational due to seasonal changes the observation should still be recorded that the pool was not in operation.

Severity Defined

Minor: N/A

Major: N/A

Severe: Pool was observed not to be operational.

Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures)

Sink, faucet, or accessories are missing, damaged or inoperable.

Severity Defined

- Minor:** Presence of extensive discoloration and/or cracks in the basin. Sink is still usable.
- Major:** N/A
- Severe:** Absence or failure of the sink and/or associated hardware. Sink is unusable.

Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)

Water does not drain adequately in shower, sink, tub or basin.

Severity Defined

Minor: Water does not drain freely when stopper is disengaged. Sink is usable.

Major: N/A

Severe: Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)

Sink faucet or piping leaks.

Severity Defined

Minor: Leak or drip that is contained by basin. Faucet is usable.

Major: N/A

Severe: Faucet leak and surrounding area is adversely affected.

-OR-

Piping leaks and surrounding area is adversely affected.

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is absent or damaged.

Severity Defined

Minor: Unit's surface is dented, chipped or scratched. Operation of doors or drawers is impeded but stove is operational. Burner is misaligned and flame is not distributed equally. Pilot light is out on one or more burners.

Major: N/A

Severe: The unit is missing, or any burners and/or oven is inoperable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator does not perform adequately.

Severity Defined

Minor: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

-OR-

Operation of doors or drawers is impeded but refrigerator is operational.

Major: N/A

Severe: Refrigerator is missing or does not cool at all.

Sink - Damaged/Missing (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Severity Defined

Minor: Presence of extensive discoloration and/or cracks in the basin. Sink & hardware are still usable for food preparation.

Major: N/A

Severe: Sink or hardware is missing or is totally unusable.

Dryer Vent Missing/Damaged/Inoperable (Laundry Room)

Inadequate means is available to vent accumulated heat/lint to outside.

Severity Defined

Minor: N/A

Major: N/A

Severe: Dryer vent is missing or is visually determined to be inoperable (blocked).
Dryer exhaust is not effectively vented to the outside.

Baluster/Side Railings Damaged (Patio/Porch/Balcony)

Baluster or side railing on this exterior improvement is loose, damaged or inoperable, limiting the safe use of this area.

Severity Defined

Minor: N/A

Major: N/A

Severe: The baluster and/or side rails enclosing this area are loose, damaged or missing, impeding the safe use of this area.

Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)

Damaged or missing cabinets, vanity tops, drawers, shelves, and doors to include medicine cabinets and vanities.

Severity Defined

- Minor:** One or more cabinets/vanities have missing and/or damaged shelves, vanity tops, drawers, and/or doors, but all cabinets are fully usable.
- Major:** N/A
- Severe:** One or more cabinets are missing or are not usable for storage due to their poor condition.

Shower/Tub - Damaged/Missing (Restrooms/Pool Structures)

Shower/tub or components are damaged or non-existent.

Severity Defined

Minor: N/A

Major: Presence of extensive discoloration and/or cracks in the basin.
Shower/tub is usable.

Severe: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub are unusable for any reason.

Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)

Failure of apparatus to exhaust air.

Severity Defined

Minor: N/A

Major: N/A

Severe: Exhaust fan is inoperable or restroom window cannot be opened.

Water Closet/Toilet - Damaged/Clogged/Missing (Restrooms/Pool Structures)

Water closet/toilet is damaged or non-existent.

Severity Defined

Minor: N/A

Major: Fixture elements, such as but not limited to the seat, the flush handle, the cover, etc., are missing or damaged.

Severe: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Chutes Damaged/Missing Components (Trash Collection Areas)

Structure that is utilized to direct garbage into the appropriate storage container. Components include but are not limited to the chute, the chute door.

Note: Do not evaluate the door that leads to the trash room.

Severity Defined

Minor: N/A

Major: Substantially reduced capacity to dispose of refuse.

Severe: Broken or inadequate collection structure causes garbage to backup into chutes. Compactors or components have failed.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Unit Inspectable Items

Items to inspect for “Unit” are as follows:

Bathroom

Kitchen

Call-for-Aid

Lighting

Ceiling

Outlets/Switches

Doors

Patio/Porch/Balcony

Electrical System

Smoke Detector

Floors

Stairs

Hot Water Heater

Walls

HVAC System

Windows

Bathroom (Unit)

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet.

This inspectable item can have the following deficiencies:

Bathroom Cabinets - Damaged/Missing

Lavatory Sink - Damaged/Missing

Plumbing - Clogged Drains

Plumbing - Leaking Faucet/Pipes

Shower/Tub - Damaged/Missing

Ventilation/Exhaust System - Inoperable

Water Closet/Toilet - Damaged/Clogged/Missing

Call-for-Aid (Unit)

System to summon help. May be visual, audible, or both. May be activated manually or automatically when pre-programmed conditions are met.

This inspectable item can have the following deficiency:

Inoperable

Ceiling (Unit)

The visible overhead structure lining the inside of a room or area.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Holes/Missing Tiles/Panels

Needs Paint

Water Stains/Water Damage/Mold/Mildew

Doors (Unit)

Means of access to the interior of a unit, room within the unit, or closet. Doors provide privacy and security, control passage, provide fire and weather resistance.

This inspectable item can have the following deficiencies:

Broken/Missing Glazing/Glass

Damaged Surface Holes/Paint/Rusting

Damaged Frames/Threshold/Lintels/Trim

Damaged Hardware/Locks

Damaged/Missing Screen/Storm/Security Door

Deteriorated/Missing Seals (Entry Only)

Missing Door

Electrical System (Unit)

Portion of the unit that safely provides electrical power throughout the building. Includes equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiency:

[Blocked Access to Electric Panel](#)

[Burnt Breakers](#)

[Evidence of Leaks Corrosion](#)

[Frayed Wiring](#)

[GFI Inoperable](#)

[Missing Breakers](#)

[Missing Covers](#)

Floors (Unit)

The visible horizontal surface system within a room or area underfoot; the horizontal division between two stories of a structure.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Floor Covering Damage

Missing Flooring

Needs Paint

Rot/Deteriorated Subfloor

Water Stains/Water Damage/Mold/Mildew

Hot Water Heater (Unit)

This inspectable item can have the following deficiencies:

Gas Fired Unit - Missing/Misaligned Chimney

Inoperable Unit/Components

Leaking Valves/Tanks/Pipes

Pressure Relief Valve Missing

Rust/Corrosion

HVAC System (Unit)

System to provide heating, cooling and ventilation to the unit.

This does not include building heating or cooling system deficiencies such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc., OR occupant owned or supplied heating sources.

This inspectable item can have the following deficiencies:

Gas Fired Unit – Missing/Misaligned Chimney

Inoperable

Noisy/Vibrating/Leaking

Convection/Radiant Heat System/ Covers Missing/Damaged

Rust/Corrosion

Kitchen (Unit)

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

Cabinets - Missing/Damaged

Countertops – Missing/Damaged

Dishwasher/Garbage Disposal - Inoperable

Plumbing - Clogged Drains

Plumbing - Leaking Faucets/Pipes

Range Hoods/Exhaust Fans - Excessive Grease/Inoperable

Range/Stove - Missing/Damaged/Inoperable

Refrigerator - Missing/Damaged/Inoperable

Sink - Missing/Damaged

Lighting (Unit)

System to provide illumination to a room or area. Includes fixtures, lamps, and supporting accessories.

This inspectable item can have the following deficiencies:

[Missing/Inoperable Fixture](#)

Outlets/Switches (Unit)

The receptacle connected to a power supply or method to control the flow of electricity. Includes two & three prong outlets, ground fault interrupters, pull cords, two & three pole switches, and dimmer switches.

This inspectable item can have the following deficiencies:

Missing

Missing/Broken Cover Plates

Patio/Porch/Balcony (Unit)

Adjoining patio, porch, or balcony.

This inspectable item can have the following deficiency:

Baluster/Side Railings Damaged

Smoke Detector (Unit)

Sensor to detect the presence of smoke and activate an alarm. May be battery operated or hard-wired to electrical system. May provide visual signal, audible signal, or both.

This inspectable item can have the following deficiencies:

Missing/Inoperable

Stairs (Unit)

Series of 4 or more steps or flights of steps joined by landings connecting levels of a unit. Includes supports, frame, treads, handrails.

This inspectable item can have the following deficiencies:

[Broken/Missing Hand Railing](#)

[Broken/Damaged/Missing Steps](#)

Walls (Unit)

The enclosure of the unit and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint, wall-coverings.

This inspectable item can have the following deficiencies:

Bulging/Buckling

Damaged

Damaged/Deteriorated Trim

Needs Paint

Water Stains/Water Damage/Mold/Mildew

Windows (Unit)

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials include wood, aluminum, and vinyl.

This inspectable item can have the following deficiencies:

[Cracked/Broken/Missing Panes](#)

[Damaged Window Sill](#)

[Deteriorated/Missing Caulking/Seals](#)

[Inoperable/Not Lockable](#)

[Peeling/Needs Paint](#)

[Security Bars Prevent Egress](#)

Bathroom Cabinets - Damaged/Missing (Bathroom)

Damaged or missing cabinets, vanitytops, drawers, shelves, and doors. Includes medicine cabinets and vanities.

Severity Defined

Minor: Cabinet or vanity has missing and/or damaged shelves, vanitytops, drawers, and/or doors, but is fully usable.

Major: N/A

Severe: Cabinet is missing or is not usable for storage due to its poor condition.

Lavatory Sink - Damaged/Missing (Bathroom)

Basin (sink) that shows signs of deterioration, distress, and/or is non-existent.

Severity Defined

Minor: Presence of extensive discoloration and/or cracks in the basin. Sink is still usable.

Major: N/A

Severe: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Plumbing - Clogged Drains (Bathroom)

Water does not drain adequately in shower, tub, or basin (sink).

Severity Defined

Minor: Water does not drain freely when stopper is disengaged; however, sink or tub is usable.

Major: N/A

Severe: Drain is completely clogged or has suffered extensive deterioration. Sink or tub is not usable.

Plumbing - Leaking Faucet/Pipes (Bathroom)

Basin, shower, water closet, or tub faucet and/or associated pipes leak water.

Severity Defined

Minor: Leak or drip that is contained by basin. Plumbing fixture is usable.

Major: N/A

Severe: Leak is steady and surrounding area is adversely affected.

-OR-

Piping leaks and surrounding area is adversely affected.

Shower/Tub - Damaged/Missing (Bathroom)

Shower/tub or components are damaged or non-existent.

Note: This does not include Leaks.

Severity Defined

Minor: N/A

Major: Presence of extensive discoloration and/or cracks in the basin. Shower/Tub is usable.

Severe: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub is unusable for any reason.

Ventilation/Exhaust System - Inoperable (Bathroom)

Failure of apparatus to exhaust air.

Severity Defined

Minor: N/A

Major: N/A

Severe: Exhaust fan is inoperable or bathroom window cannot be opened.

Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom)

Water closet/toilet is damaged or non-existent.

Severity Defined

Minor: N/A

Major: Fixture elements, such as but not limited to the seat, the flush handle, the cover etc., are missing or damaged.

-OR-

Toilet runs constantly.

Severe: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Inoperable (Call-for-Aid)

The system does not function.

Severity Defined

Minor: N/A

Major: N/A

Severe: System does not function as intended.

Bulging/Buckling (Ceiling)

Ceiling has bowed, deflected, is sagging, or has deviated from original horizontal alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging, buckling or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Holes/Missing Tiles/Panels (Ceiling)

Punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.

Severity Defined

Minor: Small holes or missing tile/panel found in a ceiling, visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it).

Major: A hole or missing tile/panel is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it).

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Severe: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Needs Paint (Ceiling)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Severity Defined

Minor: Area affected is less than 4 square feet.

Major: Area affected is greater than 4 square feet.

Severe: N/A

Water Stains/Water Damage/Mold/Mildew (Ceiling)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

Minor: For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.

Major: For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.

-OR-

Visual observations estimate that 10% to 50% of the ceiling area has minor damage.

Severe: Visual observations estimate that a large portion (50% of its surface area) of one or more ceilings has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. One occurrence of this condition is sufficient to classify the ceiling system as severe.

-OR-

Cases where visual observations estimate that more than 50% of the ceiling in any one unit shows minor defined signs of damage, stains, mold, or mildew.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)

Broken/Missing Glazing/Glass (Doors)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Severity Defined

Minor: For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.

Major: N/A

Severe: For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as severe.

Damaged Surface - Holes/Paint/Rusting (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise unit security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.

Note: A bathroom, bedroom, or entry door impacted is severe.

Severity Defined

Minor: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Major: If more than one door has minor surface damage as defined above.

-OR-

Any single unit door except bathroom/bedroom and/or entry doors, has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Severe: If any unit door has a hole or holes larger than 1 inch in diameter, or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

-OR-

If bathroom, bedroom and/or entry door has either minor or major damage as defined above.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Severity Defined

- Minor:** A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The door's functions and is lockable (if required). Only one door is affected.
- Major:** More than one door has the minor damage defined above.
- Severe:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

-OR-

Minor damage as defined above affects a bathroom, bedroom, or entry door.

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Severity Defined

- Minor:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable (if required), and the door's panic hardware (if provided) is virtually intact.
- Major:** More than one door has minor damaged hardware as defined above.
- Severe:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.

-OR-

A bathroom, bedroom, or entry door is affected.

Comments

- Severe:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Severity Defined

- Minor:** One or more screen/storm doors has damage or is missing screens/glass.
- Major:** One or more security doors has damage, but is still operational and the security door still serves its design purpose.
- Severe:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

Deteriorated/Missing Seals (Entry Only) (Doors)

The seals and stripping around the entry door(s) designed to provide weather and fire resistance are damaged or missing.

Severity Defined

Minor: N/A

Major: N/A

Severe: For a single entry door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Deteriorated/Missing Caulking/Seals (Windows)

The caulking or seal is missing, poorly installed, or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Severity Defined

Minor: Missing or deteriorated caulk or seals are observed. No evidence of damage to window or surrounding structure exists.

Major: Missing or deteriorated caulk or seals are observed, with some evidence of leaks or damage to the window or surrounding structure visible.

-OR-

A Thermopane or insulated window has failed. (Typically indicated by being fogged up.)

Severe: Missing or deteriorated caulk or seals are observed and the window is not weather-tight. Evidence of leaks or damage to the window or surrounding structure is readily apparent.

Missing Door (Door)

Door is absent.

Note: A bathroom, bedroom, or entry door impacted is severe.

Severity Defined

Minor: The missing door is not a bathroom, bedroom or entry door.

Major: Missing doors are not an entry, bedroom, or bathroom. They present no hazard and visual observation shows two doors or up to 50% of the doors are missing.

Severe: The missing door is a bathroom, bedroom or entry door.

-OR-

Visual observation estimates more than 50% of the unit doors are missing from areas other than the bathroom, bedroom, or entry door.

Blocked Access to Electric Panel (Electrical System)

The placing of any object that will delay or prevent the access to any panelboard or main power switch in an emergency and cause a fire hazard.

Severity Defined

Minor: N/A

Major: N/A

Severe: One or more items are placed in front of the unit's electrical panel, impeding accessibility in time of an emergency.

Burnt Breakers (Electrical System)

Breakers having carbon on the plastic body, or plastic body is melted or scarred.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any signs of carbon residue or breaker is melted and/or has arcing scars.

Evidence of Leaks/Corrosion (Electrical System)

Liquid stains, rust marks, or other signs of corrosion are found on electrical enclosures or hardware.

Note: Do not address surface rust if it does not affect the condition of the electrical enclosure.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any corrosion that affects the condition of the current carrying components. Stains and/or rust on the interior of electrical enclosures or evidence of water leaks are present in the enclosure or hardware.

Frayed Wiring (Electrical System)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Severity Defined

Minor: N/A

Major: N/A

Severe: Nicks, abrasions or fraying of the insulation.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

GFI - Inoperable (Electrical System)

GFI is present and inoperable.

Severity Defined

Minor: N/A

Major: N/A

Severe: GFI is present and is found inoperable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Missing Breakers/Fuses (Electrical System)

An open circuit breaker position in a panel- board, main panel board or other electrical box containing circuit breakers/fuses; not appropriately blanked-off.

Severity Defined

Minor: N/A

Major: N/A

Severe: Open breaker port.

Missing Covers (Electrical System)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Severity Defined

Minor: N/A

Major: N/A

Severe: Cover is missing resulting in exposed visible electrical connections.

Bulging/Buckling (Floors)

Floor has bowed, deflected, is sagging, or has deviated from original horizontal alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging, buckling, or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Floor Covering Damage (Floors)

Damage to the carpet tiles, wood, sheet vinyl or other floor covering.

Severity Defined

- Minor:** Floor covering may have stains, surface burns, shallow cuts, small holes or tears in non-traffic areas, loose areas, exposed seams. The covering is fully functional. Visual observation estimates that less than 10% of the floor area is affected. Does not present a safety hazard.
- Major:** Floor covering may have burn marks, cuts, tears, holes, or large sections of exposed seams exposing the underlying material. The covering does not present a safety hazard. Visual observations estimate that 10% to 50% of the floors are affected.
- Severe:** Major damage as defined above, estimated at more than 50% of the floor area.

Comments

If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Missing Flooring Tiles (Floors)

Flooring such as VCT, sheet, vinyl, carpet or other flooring material is missing.

Severity Defined

- Minor:** For a single floor, small areas of the floor surface are missing. Visual observations estimate less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
- Major:** Visual observations estimate 10% to 50% of the floors have missing flooring. No safety problem exists due to this condition.
- Severe:** Visual observations estimate more than 50% of the floors are affected by missing flooring; or the missing flooring is sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as severe.

Needs Paint (Floors)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Severity Defined

Minor: Area affected is less than 4 square feet.

Major: Area affected is greater than 4 square feet.

Severe: N/A

Rot/Deteriorated Subfloor (Floors)

Subfloor has decayed or is decaying.

Severity Defined

Minor: N/A

Major: Condition is slightly noticeable. Small areas of rot or spongy flooring are found.

Severe: Large areas of rot are readily visible, application of weight causes noticeable deflection.

Comments

Severe: Request an inspection by a structural engineer if doubt about severity exists.

Water Stains/Water Damage/Mold/Mildew (Floors)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

Minor: N/A

Major: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (4 sq. ft. or less). Water may or may not be evident.

Severe: Visual observations estimate that a large portion (more than 10%) of floor has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, and flaking are evident. The floor surface may have failed.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Gas Fired Unit - Missing/Misaligned Chimney (Hot Water Heater)

The exhaust system on a gas/oil fired unit is misaligned.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any misalignment which causes improper or dangerous venting of gases.

Inoperable Unit/Components (Hot Water Heater)

Hot water supply is unavailable due to system or system component malfunction.

Severity Defined

Minor: N/A

Major: N/A

Severe: After running for several minutes, water from the hot water taps is not warmer than room temperature.

Leaking Valves/Tanks/Pipes (Hot Water Heater)

Water visibly leaking from any hot water system component. Includes valve flanges, stems, bodies, or from any domestic hot water tank or its piping.

Severity Defined

Minor: N/A

Major: N/A

Severe: Water is visibly leaking.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Electrical Hazards".)

Pressure Relief Valve Missing (Hot Water Heater)

Valve that regulates the temperature and pressure of the water heater is missing.

Severity Defined

Minor: N/A

Major: N/A

Severe: No pressure relief valve is present.

Rust/Corrosion (Hot Water Heater)

The material condition of the equipment and/or associated piping shows evidence of flaking, discoloration, reduction in wall thickness, pitting, or crevices.

Severity Defined

- Minor:** Patches of noticeable formations of metal oxides.
- Major:** Significant formations of metal oxides are visible and a noticeable pit or crevice has developed.
- Severe:** Equipment and/or piping integrity has been compromised, (e.g. leaks are visible).

Gas Fired Unit - Missing/Misaligned Chimney (HVAC)

The exhaust system on a gas fired unit is misaligned.

Severity Defined

Minor: N/A

Major: N/A

Severe: Any misalignment which causes improper or dangerous venting of gases.

Inoperable (HVAC)

The heating or cooling system is inoperable in the unit.

Severity Defined

Minor: N/A

Major: N/A

Severe: The HVAC in the unit does not function, providing neither necessary heating or cooling as designed. System does not respond when the unit controls are engaged.

Noisy/Vibrating/Leaking (HVAC)

The HVAC distribution components in the unit, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Severity Defined

Minor: N/A

Major: The HVAC system in the unit exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the unit.

Severe: N/A

Convection/Radiant Heat System Covers Missing/Damaged (HVAC)

Convection/Radiant heat system cover is missing or damaged.

Severity Defined

Minor: N/A

Major: One or more covers are damaged, impeding proper heating, but not creating any type of safety hazard.

Severe: One or more covers are missing, or substantially not installed, enabling exposure to burn, fan or other potentially serious hazards.

Rust/Corrosion (HVAC)

A component(s) of the system show visible deterioration due to oxidation or corrosion of system parts.

Severity Defined

Minor: N/A

Major: Deterioration from rust and corrosion is observed on the HVAC units. The condition does not prevent the system from providing sufficient heating or cooling.

Severe: N/A

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Severity Defined

- Minor:** Cabinet is discolored; materials have begun to separate or minor scratching and chipping is present. Cabinet assembly is present; up to two cabinets may be only marginally functional.
- Major:** Several (up to 50%) cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
- Severe:** A significant number (more than 50%) of cabinets are either missing, damaged, or lacking adequate doors and/or shelves.

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Severity Defined

- Minor:** Counter-top surface is discolored; materials have begun to separate or minor scratching and chipping is present.
- Major:** Surface shows advanced stage of deterioration and/or scratching, chipping.
- Severe:** Countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.

Dishwasher/Garbage Disposal - Inoperable (Kitchen)

A dishwasher or garbage disposal, if provided, does not work.

Severity Defined

Minor: N/A

Major: The dishwasher or garbage disposal does not work.

Severe: N/A

Range Hood/Exhaust Fans - Excessive Grease/Inoperable (Kitchen)

Failure of apparatus to draw out cooking exhaust due to excess dirt, excessive grease, and/or other operational problems.

Severity Defined

Minor: Accumulation of dirt or grease threatens the free passage of air.

Major: N/A

Severe: Range hood/ exhaust fan is inoperable or presents serious electrical hazard to health or property. Flue may be completely blocked based on visual estimation.

Plumbing - Clogged Drains (Kitchen)

Water does not drain adequately.

Severity Defined

Minor: Basin does not drain freely when stopper is disengaged.

Major: N/A

Severe: Drain is completely clogged or has suffered extensive deterioration

Inoperable/Not Lockable (Windows)

Window cannot be opened or closed due to frame damage, faulty hardware, or other reason.

Severity Defined

- Minor:** Window is inoperable, but can be secured. Other operable windows are present in the immediate area.
- Major:** N/A
- Severe:** Window is inoperable and cannot be secured. No operable windows are present in the immediate area.

Cracked/Broken/Missing Panes (Windows)

Glass or pane is cracked, broken or missing.

Severity Defined

Minor: Cracked window pane is observed.

Major: N/A

Severe: Glass pane is broken or missing.

Damaged Window Sill (Windows)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Severity Defined

- Minor:** Sill is damaged in the unit, but still present. The inside of the surrounding wall is not exposed. No impact to window operation or weather tightness is visually apparent.
- Major:** Sill is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Severe:** N/A

Plumbing - Leaking Faucets/Pipes (Kitchen)

Basin faucet or drain connections leak.

Severity Defined

Minor: Leak or drip that is contained by basin/pipes. Faucet is usable.

Major: N/A

Severe: Leak is steady. Surrounding area is adversely affected. Water supply must be turned off. The faucet/pipe is not usable.

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is missing or damaged.

Severity Defined

Minor: Unit's surface is dented, chipped or scratched. Operation of doors or drawers is impeded but stove is operational. Burner is misaligned and flame is not distributed equally. Pilot light is out on one or more burners.

Major: N/A

Severe: Unit is missing, or any burners and/or oven is inoperable.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator is not present or does not cool adequately for the safe storage of food.

Severity Defined

Minor: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

-OR-

Operation of doors or drawers is impeded but refrigerator is operational.

Major: N/A

Severe: Refrigerator is missing or does not cool or work at all.

Sink - Missing/Damaged (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Severity Defined

Minor: Presence of extensive discoloration and/or cracks in the basin. Sink & hardware are still usable for food preparation.

Major: N/A

Severe: Sink or hardware is missing or is totally unusable.

Missing/Inoperable Fixture (Lighting)

Lighting fixture is missing, or does not operate normally. Malfunction may be with the total system or with individual components.

Severity Defined

- Minor:** Permanent lighting fixture is missing or inoperable, in one room in a unit, and switched outlet exists in the room.
- Major:** Permanent lighting fixture is missing or inoperable in two rooms, and no switched outlet exists in the room.
- Severe:** More than two rooms have missing or inoperable permanent light fixtures, and do not have switched outlets within the rooms.

Missing (Outlets/Switches)

Outlet, switch or both are missing.

Note: This does not apply to empty junction boxes that were not intended to contain an outlet or switch.

Severity Defined

Minor: N/A

Major: N/A

Severe: An outlet or switch is missing.

Comments

Severe: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Electrical Hazards".)

Missing/Broken Cover Plates (Outlets/Switches)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist.

Severity Defined

Minor: Outlets/switches has broken cover plate. The condition does not result in exposed wiring.

Major: N/A

Severe: A broken or missing cover plate results in exposed wiring.

Baluster/Side Railings Damaged (Patio/Porch/Balcony)

Baluster or side railing on the porch/patio/balcony is loose, damaged, or inoperable, limiting the safe use of this area.

Severity Defined

Minor: N/A

Major: N/A

Severe: The baluster and/or side rails enclosing this area are loose, damaged or missing, impeding the safe use of this area.

Missing/Inoperable (Smoke Detector)

Smoke detector will not activate, or is missing.

Note: At least one smoke detector is required on each level.

Severity Defined

Minor: N/A

Major: N/A

Severe: A single missing or inoperable smoke detector.

Broken/Missing Hand Railing (Stairs)

The hand rail is damaged or non-existent.

Severity Defined

Minor: N/A

Major: N/A

Severe: The hand-rail for four or more stairs is completely missing or damaged, loose or otherwise unusable.

Broken/Damaged/Missing Steps (Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Severity Defined

Minor: N/A

Major: N/A

Severe: Step is broken, damaged or missing.

Bulging/Buckling (Unit)

Wall has bowed, deflected, sagged or has deviated from original vertical alignment.

Severity Defined

Minor: N/A

Major: N/A

Severe: Bulging/Buckling or sagging is observed.

Comments

Severe: Request an inspection by a structural engineer, if doubt about severity exists.

Damaged/Deteriorated Trim (Walls)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Severity Defined

- Minor:** Small areas of deterioration in the trim surfaces.
- Major:** Large areas of deterioration in the trim surfaces.
- Severe:** Significant areas of deterioration in the trim surfaces.

Damaged (Walls)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Severity Defined

Minor: A hole, missing tile/panel, or other damage found in a wall, visually estimated at no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Major: A hole, missing tile/panel or other damage is found in a wall that is larger than a sheet of paper (8 1/2 X 11).

-OR-

A crack greater than 1/8" in wide and a minimum of 11" long.

Severe: A hole of any size is found which fully penetrates into an adjoining room, (can see through the hole).

-OR-

Two or more walls have major holes.

Needs Paint (Walls)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Severity Defined

Minor: Area affected is less than 4 square feet.

Major: Area affected is greater than 4 square feet.

Severe: N/A

Water Stains/Water Damage/Mold/Mildew (Walls)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Severity Defined

- Minor:** For a single wall, visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (less than 4 sq. ft. by visual estimate). Water may or may not be evident.
- Major:** For a single wall, visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Severe:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall systems as severe.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one unit show signs of water damage, stains, mold, or mildew.

Deteriorated/Missing Caulking/Seals (Windows)

The caulking or seal is missing, poorly installed, or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Severity Defined

- Minor:** Missing or deteriorated caulk or seals are observed. No evidence of damage to window or surrounding structure exists.
- Major:** Missing or deteriorated caulk or seals are observed, with some evidence of leaks or damage to the window or surrounding structure visible.

-OR-

A Thermopane or insulated window has failed. (Typically indicated by being fogged up.)

- Severe:** Missing or deteriorated caulk or seals are observed and the window is not weather-tight. Evidence of leaks or damage to the window or surrounding structure is readily apparent.

Peeling/Needs Paint (Windows)

Paint covering the window assembly/trim is cracking, flaking, or otherwise failing.

Severity Defined

Minor: Peeling paint and/or a window in need of paint is observed.

Major: N/A

Severe: N/A

Security Bars Prevent Egress (Windows)

Security bars are damaged, constructed or installed, such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Severity Defined

Minor: N/A

Major: N/A

Severe: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

Health and Safety Inspectable Items

Items to inspect for “Health and Safety” are as follows:

[Air Quality](#)

[Electrical Hazards](#)

[Elevator](#)

[Emergency/Fire Exits](#)

[Flammable Materials](#)

[Garbage and Debris](#)

[Hazards](#)

[Infestation](#)

Air Quality (Health and Safety)

Indoor/Outdoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew, or other harmful pollutants. Indoors must have adequate ventilation.

The following deficiencies can be noted:

Mold and/or Mildew Observed

Propane/Natural Gas/Methane Gas Detected

Sewer Odor Detected

Electrical Hazards (Health and Safety)

Any hazard that poses a risk of electrical fires, electrocution, or spark/explosion.

The following deficiencies can be noted:

Exposed Wires/Open Panels

Water Leaks On or Near Electrical Equipment

Elevator (Health and Safety)

Vertical conveyance system for moving personnel, equipment, materials, household goods, etc.

The following deficiency can be noted:

Tripping

Emergency/Fire Exits (Health and Safety)

All buildings must have acceptable fire exits that are also properly marked and operational. (This would include fire towers, stairway access doors, & external exits.). These can include operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

Note: This does not apply to individual units.

The following deficiencies can be noted:

[Emergency/Fire Exits Blocked/Unusable](#)

[Missing Exit Signs](#)

Flammable Materials (Health and Safety)

Any substance that is either known to be combustible or flammable or is stored in a container identifying it as such.

The following deficiency can be noted:

Improperly Stored

Garbage and Debris (Health and Safety)

Accumulation of garbage and debris exceeding the capacity of the storage area or not stored in an area sanctioned for such use.

The following deficiencies can be noted:

Indoors

Outdoors

Hazards (Health and Safety)

Physical hazards that pose risk of bodily injury.

The following deficiencies can be noted:

Other

Sharp Edges

Tripping

Infestation (Health and Safety)

Presence of rats, or severe infestation by mice or insects such as roaches or termites.

The following deficiencies can be noted:

Insects

Rats/Mice/Vermin

Mold and/or Mildew Observed (Air Quality)

Evidence of mold and/or mildew; especially in such areas as bathrooms and air outlets.

Propane/Natural Gas/Methane Gas Detected (Air Quality)

Strong propane, natural gas, and/or methane gas odors detected that could pose risk of explosion/fire or health risk if inhaled.

Sewer Odor Detected (Air Quality)

Sewer odors detected that could pose risk if inhaled for prolonged periods.

Exposed Wires/Open Panels (Electrical Hazards)

Exposed bare wires or openings in electrical panels.

Water Leaks On or Near Electrical Equipment (Electrical Hazards)

Water is observed leaking, puddling, or ponding on or immediately near any electrical apparatus. Poses risk of fire, electrocution, or explosion.

Tripping (Elevator)

Elevator is misaligned (doesn't level properly) by more than $\frac{3}{4}$ " with the floor.
Presents tripping hazard during ingress/egress.

Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits)

The exit is not useable or egress is limited due to conditions such as debris, storage, door or window nailed shut, broken lock or chained panic hardware.

Missing Exit Signs (Emergency/Fire Exit)

Exit signs must be present and clearly identify all emergency exits. Illumination in area of sign must be provided.

Improperly Stored (Flammable Materials)

Improperly stored flammable materials. Potential risk of fire/explosion is identified by the location or manner in which the substance is stored.

Indoors (Garbage and Debris)

An accumulation of garbage that visibly exceeds planned storage capacity or is located in an area not sanctioned for staging or storing garbage or debris.

Note: This does not include garbage and debris improperly stored outside. See [Garbage and Debris - Outdoors](#) for this deficiency.

Outdoors (Garbage and Debris)

An accumulation of garbage that visibly exceeds planned storage capacity or is located in an area not sanctioned for staging or storing garbage or debris.

Note: this does not include garbage improperly stored indoors. See [Garbage and Debris - Indoors](#) for this deficiency.

Other (Hazards)

Other general defects or hazards that pose risk of bodily injury. (Must be specified by the inspector).

Note: This would include items not specifically defined elsewhere but pose a risk.

Sharp Edges (Hazards)

Any physical defect that poses the risk of cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Tripping (Hazards)

Any physical defect that poses a tripping risk, generally in walkways or other traveled areas.

Note: This does not include tripping hazards from elevators that do not level properly. See [Elevator - Tripping](#) under Health & Safety for these occurrences.

Insects (Infestation)

Infestation of insects including, but not limited to, roaches or ants are observed throughout the unit or room especially in food preparation and storage areas.

Note: This does not include infestation from rats/mice. See Infestation - [Rats/Mice/Vermin](#) under Health & Safety for these occurrences.

Rats/Mice/Vermin (Infestation)

The presence of rats or mice is indicated by sightings, rat or mouse holes, or droppings.

Note: This does not include infestation from insects. See Infestation - [Insects](#) under Health & Safety for these occurrences.